



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	SENIOR ACCOUNT CLERK
Posting Number	PN# 110188
Department	HUMAN RESOURCES DEPARTMENT
Division	TEMPORARY SERVICES
Section	TEMPORARY SERVICES
Reporting Location	611 WALKER, 4 TH FLOOR
Workdays & Hours	M - F, 8 a.m. - 5 p.m.

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs administrative support functions for the Temporary Services Program. Work requires receiving and auditing of timesheets, input of data into payment vouchers, research and verification of records, documents and budget information from departments as it relates to vendor contracts, temporary requests and invoice payments. Assist with fiscal year-end, and annual contract closeout processes. Responds to written and telephone inquiries, initiates and reviews problem resolutions and adequately documents the same for future reference. Performs other duties as requested.

WORKING CONDITIONS

This position is physically comfortable and the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a high school diploma or a GED.

MINIMUM EXPERIENCE REQUIREMENTS

One year of clerical accounting experience is required. Professional administrative experience may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

NONE

PREFERENCES

Excellent PC skills/experience with Microsoft Internet Explorer, Excel and Access. Accounts payables and City's Advantage Financial System experience. The ability to work well with others as a team member and provide high quality customer service.

SELECTION/SKILLS TESTS REQUIRED

SAFETY IMPACT POSITION ☐ Yes ☒ No

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 13	
\$824.00 - \$1,105.00 Biweekly	\$21,506.00 - \$28,840 Annually

OPENING DATE April 26, 2006

CLOSING DATE May 2, 2006

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. For application status inquiries, please call (713) 837-9302. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD phone number is (713) 837-9471.

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